Office 365: Planner

Learn how to use Planner with Office 365 to establish and manage small projects, share files and assign and track group tasks.

Snapshot

Duration: 90 minute

Level: Beginner

Pre-requisites: Basic familiarity with Windows applications

Version: Office 365 for Business

Learning Outcomes

- Create a plan
- Add tasks
- Add team members
- Edit a plan

Course Content

- Understanding Planner
- Creating a new plan
- Adding tasks to a plan
- Adding team members
- Working with tasks
- Editing a plan